



CITY OF BELLEVUE
City Hall Events Program

BELLEVUE CITY HALL
FACILITY REQUEST FORM

EVENT DATE:

CONTACT INFORMATION

PRIMARY CONTACT: _____ **PHONE:** _____
This is the person held primarily responsible for providing to the City all required event information and licenses/permits/certificates.

EMAIL: _____ **ADDRESS:** _____ **CITY:** _____ **ST:** _____ **ZIP:** _____

ORGANIZATION: _____ **NON-PROFIT 501c3 ID #** _____

ORGANIZATION'S AFFILIATION: ☐ City of Bellevue Program ☐ Other Governmental Agency ☐ Neighborhood/Community Association
☐ Local Non-Profit ☐ Civic Organization ☐ Other _____

IS CITY OF BELLEVUE CO-SPONSORING THE EVENT? ☐ Yes ☐ No If yes, City contact must sign back of this form.

IF YES, WHICH CITY DEPARTMENT? _____ **CITY STAFF CONTACT:** _____
Co-sponsoring means City staff are collaborating on planning, are providing staff to assist with logistics, share responsibility for ensuring facility usage guidelines are met, and will attend the event.

SPACE & USE

EVENT NAME: _____ **EVENT PURPOSE/DESCRIPTION:** _____

EVENT IS: ☐ PUBLIC ☐ PRIVATE **DOES THE EVENT INVOLVE DISCUSSION/DIALOGUE WITH THE GENERAL PUBLIC?** ☐ Yes ☐ No

If yes, WHAT IS THE DISCUSSION TOPIC? _____

TOTAL TIME REQUESTED: (Include setup, takedown, cleanup) From _____ To _____ **ACTUAL EVENT TIME:** From _____ To _____

ANTICIPATED ATTENDANCE: Total _____ Adults _____ Children _____
Events that anticipate more than 2,000 people or will impact City services must contact the Special Events Committee Office at 425-452-6885.

INDICATE THE SPACE YOU ARE REQUESTING:

- | | | | |
|---|--------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Room 1E-108 | <input type="checkbox"/> Room 1E-111 | <input type="checkbox"/> Room 1E-118 | <input type="checkbox"/> Room 1E-121 |
| <input type="checkbox"/> Room 1E-109 | <input type="checkbox"/> Room 1E-112 | <input type="checkbox"/> Room 1E-119 | <input type="checkbox"/> Council Chamber |
| <input type="checkbox"/> Room 1E-110 | <input type="checkbox"/> Room 1E-113 | <input type="checkbox"/> Room 1E-120 | <input type="checkbox"/> Outdoor Plaza ¹ |
| <input type="checkbox"/> Concourse ² | | | |

¹ Special Events require a site plan indicating where items will be setup including tents or booths, portable toilet location and service plan, a trash and recycle plan, and a detailed event timeline from beginning to end.

² Special Events require a floor plan indicating where items will be setup, a trash and recycle plan, and a detailed event timeline from beginning to end.

FOOD / BEVERAGES / ENTERTAINMENT

WILL THERE BE ENTERTAINMENT? ☐ Yes ☐ No **DESCRIBE:** _____

WILL THERE BE AMPLIFIED SOUND? ☐ Yes ☐ No **FOR WHAT PURPOSE?** _____
For Outdoor Plaza: See BCC 9.18 for Noise Control requirements. A sound amplification permit may be required. Contact Development Services for requirements 425-452-4898.

HOW WILL SOUND BE AMPLIFIED? ☐ PA System ☐ Stereo ☐ Live Band ☐ DJ ☐ Other _____

WILL YOU SERVE FOOD AND/OR BEVERAGES? ☐ Yes ☐ No **DESCRIBE:** _____
Food & beverages are not allowed unless you have advised us in advance. On-site kitchen facilities are not available.

WILL STERNO/FLAME BE USED? ☐ Yes ☐ No If yes, fire extinguishers are required & Fire Department will need to review space setup for Fire Code Compliance.

WILL EVENT BE CATERED? ☐ Yes ☐ No If yes, COMPLETE "BELLEVUE CITY HALL CATERING FORM."

REQUEST PERMISSION TO SERVE ALCOHOL? ☐ Yes ☐ No WILL YOU BE SELLING ALCOHOL? ☐ Yes ☐ No

The City of Bellevue reserves the right to refuse permission to serve alcohol at the City Hall campus.

SELLING CONCESSIONS or PROVIDING GIVEAWAYS? ☐ Yes ☐ No Vendor Name(s): _____

DESCRIBE CONCESSIONS / GIVEAWAYS: _____

The City of Bellevue reserves the right to deny the sale or distribution of items deemed to be hazardous, a nuisance, or not family friendly.

FACILITY SETUP

DO YOU NEED ACCESS TO ELECTRICITY? ☐ Yes ☐ No WHAT DO YOU NEED IT FOR? _____

WHAT ARE YOUR SPECIAL LIGHTING NEEDS? _____

FOR MEETING ROOMS, IS THE STANDARD CONFIGURATION SUITABLE FOR YOUR USE?

☐ Yes. I will use the space "as is" and will ensure the space remains in its standard configuration.

☐ No. I would like to request setup Option _____.

ARE YOU RENTING / BRINGING EQUIPMENT? ☐ Yes ☐ No Rental Company: _____

For some items, certificate of insurance is required from rental company naming City of Bellevue as an additional insured with \$1 million General Liability Coverage. Note: Our facilities do not have IT or AV equipment available and we provide no onsite IT or AV technical assistance for your equipment.

WHAT EQUIPMENT ARE YOU BRINGING? _____

For outdoor plaza events, a permit is required from the Fire Department 425-452-6872 for tents over 200 sf and canopies over 400 sf. Tents & canopies must be weighted down rather than staked into the ground to prevent damage to irrigation and drainage systems.

WILL YOU HAVE DELIVERIES MADE TO CITY HALL? ☐ Yes ☐ No WHAT WILL BE DELIVERED? _____

On-site storage is not available at City Hall. You must be available to receive your deliveries on-site unless you have made other arrangements with our staff.

AGREEMENTS

The applicant agrees that during the use of the City of Bellevue City Hall facility to not exclude anyone participation in, deny anyone the benefit of, or otherwise subject anyone to discrimination because of the person's race, color, national origin, age or disability.

The undersigned hereby makes application to the City of Bellevue for use of the City Hall facility described above and certifies that the information given in the application materials is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe the rules/regulations & policies/procedures of the City of Bellevue. The applicant agrees to exercise the utmost care in the use of the premises and property and to defend and hold the City of Bellevue harmless from all liability resulting from the use of said facilities. The applicant further agrees to reimburse the City of Bellevue for any damage arising from the applicant's use of said facilities. The applicant signing this agreement will be considered the responsible party in case of damage, theft, or disturbances during the usage period.

I have read, understood, and accept all procedures and regulations in the City of Bellevue's City Hall Meeting & Event Facilities Guidelines & Information document. I further certify that I am 21 years of age or older and I understand that failure to comply with the established facility use guidelines (and within the established timeframes), puts my meeting or event at risk for cancellation.

Primary Contact Signature: _____ Date: _____

City of Bellevue Contact Signature: _____ Date: _____

If this is a co-sponsored event, the Director of the City of Bellevue department providing co-sponsorship must also sign this form and accept these terms.

(OFFICE USE ONLY)

Rental Fee Applicable? ☐ Yes ☐ No Rental fee: _____ Invoicing date: _____